

TRI-TOWNSHIP PUBLIC LIBRARY DISTRICT
JUNE 6, 1995
MINUTES OF BOARD MEETING

REGULAR MEETING called to order at 7:01 p.m. in the new building.

ROLL CALL - Present were Cassot, Huck, Madison, Merz, Fallis. (5).
Absent - Murray, Noonan (2).

OTHERS PRESENT - Van Hoose, Walker.

MINUTES - A motion was made by Merz, seconded by Madison, to approve the minutes of the 5/2/95 and 5/8/95 board meetings. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Fallis - (5). Absent - Murray, Noonan (2).

Murray arrived at 7:04 p.m.

BILL LIST - (see copy).

Be it resolved that Tri-Township Public Library District take out a loan for \$100,000.00 at 4 1/2% interest for six months from the Bank of Edwardsville. Motion made by Cassot to accept the resolution, seconded by Murray. Resolution passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis - (6). Absent - Noonan (1).

Motion made by Madison, seconded by Cassot, to approve the bill list as presented. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis - (6). Absent - Noonan (1).

Motion made by Madison, seconded by Cassot, to pay K&S not to exceed \$145,233.38 conditioned upon Gordon Almquist's approval. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis - (6). Absent - Noonan (1).

Madison initiated a review of the change orders:

1 - deletions made - already approved
2 - cap well - already approved
3 - repair sewer line during excavation - already approved
4 - revise footing size - already approved
5 - excess water in basement requiring drain tile and sump pump. Motion made by Murray, seconded by Cassot, to approve change order #5 in the amount of \$3,611.00. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis - (6). Absent - Noonan (1).

6 - stairwell finish - already approved.

7 - change electrical conduit under parking lot - already approved.

9 - add fire doors - already approved.

#10 - revisions to accent brick - already approved.

#12 - add demolition of existing building - already approved.

#13 - upgrade ceiling tile - already approved.

#14 - was rejected.

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#17 - upgrade of bathroom faucets per code requirement implemented January 1, 1995. City is requiring the change for the occupancy permit. Cost is \$427.00. Motion made by Cassot, seconded by Merz, to approve the change order #17. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis - (6). Absent - Noonan (1).

#18 - plumbing priats snowshoes and sewer connection to 7 of the 13 downspouts required. Cost is \$4,003.00 Motion made by Murray, seconded by Cassot, to approve change order #18 in the amount of \$4,003.00 with a stipulation that we seek recourse from K&S and Ittner for the cost overrun because the original bids did not include this number. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis - (6). Absent - Noonan (1).

LIBRARIAN'S REPORT - (See copy)

Judy Little has option to use accumulated vacation days or take leave without pay or both. Doctor's approval required to come back to work.

Motion made by Huck, seconded by Madison, to put ad in the Times-Tribune to hire a circulation desk clerk for twenty hours a week. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis - (6). Absent - Noonan (1).

Motion made by Madison, seconded by Cassot, to extend Walker's position as Day-to-Day Manager until a permanent Library Director is obtained. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis - (6). Absent - Noonan (1).

Motion made by Madison, seconded by Cassot, to hire a Library Director. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis - (6). Absent - Noonan (1). Motion made by Madison, seconded by Cassot, that we advertise in the Belleville News-Democrat and Collinsville Journal with a maximum expenditure of \$100.00. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis - (6). Absent - Noonan (1). Deadline for both positions set for July 1, 1995.

OVERDUE REPORT - (See copy)

COMMITTEE REPORTS

1. Friends. Will plan on resuming book sales on July 7, 1995. Kitchen plans. Have purchased refrigerator, stove with range hood, dishwasher, all white, for a total of \$2,063 from Terry's Appliance and lt. oak Schmitt cabinets w/island, white nebula counter top from Turner Kitchens at a cost of \$5,200. Will work on bathrooms next.

Finance Committee. A. Account description tabled until July meeting. B. Meeting for Appropriation and Levy Ordinances set for July 20, 1995, at 9:00 a.m.

COMMUNICATIONS

1. Letter from Debbie Saltich, Madison County Clerk, stating that the tax levy for 1994 was \$205,206.92.

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2. Office of the Secretary of State, Illinois State Library, pilot project for literacy students outside of a library district. State will pay for cards. Motion made by Cassot, seconded by Murray, to participate in program. Motion passed. Cassot, Huck, Madison, Merz, Murray, Fallis - (6). Absent - Noonan (1).

LCLS REPORT - Need to inform that Grand Opening is set for July 16, 1995, for Tri-Township Public Library District.

UNFINISHED BUSINESS

1. Volunteer Recognition Dinner set for June 26, 1995, at 6:30 P.M. R.S.V.P by June 20, 1995.
2. Personnel Manual: Table janitor job description.
3. Policy & Procedure Manual.
 - A. List of 16 items tabled.
 - B. Sexual harassment policy tabled.
 - C. "Black list" discussed.
4. Motion made by Merz, seconded by Murray, to approve Prevailing Wage Rate Ordinance 94/95-14. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis - (6). Absent - Noonan (1). Motion made by Cassot, seconded by Merz, to change numbering on Ordinance 94/95-1 to 94/95-15. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis - (6). Absent - Noonan (1).
5. Update Committee List. Thank you - Cassot, Murray. Secretary's Audit - Murray, Cassot. Avenues to Excellence - Walker, Madison, Merz. Building & Grounds - Cassot, Noonan, Madison. Budget & Finance - Walker, Fallis, Huck, Madison. Friends - Merz, Murray. Grievance Committee - Cassot, Fallis, Murray. Memorial Committee - Walker, Huck.
6. Commission Auditor. Motion made by Merz, seconded by Cassot to commission Myron Thompson to be our auditor. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis - (6). Absent - Noonan (1).
7. Motion made by Cassot, seconded by Huck, to approve Five-Year-Plan with changes. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis - (6). Absent - Noonan (1).
8. Discussion of Silent Auction Report. Madison reported that \$268.00 was in hand and more was expected.

NEW BUSINESS

1. Motion made by Huck, seconded by Madison, to encumber per capita funds. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis - (6). Absent - Noonan (1).
Motion made by Huck, seconded by Madison, to put any unused money from the general fund into the building fund account. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis (6). Absent - Noonan (1).
2. Motion made by Madison, seconded by Cassot, to purchase Dirt Devil vacuum cleaner, maximum expenditure of \$200.00. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis - (6). Absent - Noonan (1).

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3. Motion made by Cassot, seconded by Murray, to obtain copier from Mirex in accordance with their bid. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis (6). Absent - Noonan (1).

4. Motion made by Cassot, seconded by Murray, that for an additional \$10.00 donation previous donors (of \$100.00 or more) will receive a picture. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis - (6). Absent - Noonan (1). Absent - Fallis (1).

NEW BUILDING UPDATE

1. No additional items to add to last punch list.
2. Line up volunteers for week-end of 6/10 and 6/11 for 8 A.M.
3. Telephone system - More training from CTS.
4. Grand Opening Plans: Murray to emcee. Cassot will work up program.
5. Opening of library to public delayed. City to arrange meeting between City Council, Library Board, and Mr. Plumber.
6. New Book Drop - Location presented by Walker agreed upon. Motion made by Madison, seconded by Huck, that the construction of a pad for the book drop be authorized, to be done as inexpensively as possible. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis - (6). Absent - Noonan (1).
7. Electric water heater. No discussion. Too expensive to change from electric to gas.
8. Sign for outside of building - No money available. Suggest to put on donor list.
9. Donor Board - Motion made by Cassot, seconded by Murray, to authorize Huck to order donor board not to exceed \$2,000.00 and to check with Girard on wording. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis (6). Absent - Noonan (1).
10. Fire Extinguisher brackets - Motion made by Cassot, seconded by Madison, that the necessary fire extinguisher brackets be purchased. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis - (6). Absent - Noonan (1).
11. Obtain bids on fence around air conditioners.
12. Scott surplus - Huck will go to DRMO office at Scott AFB on June 12 or 13 to try to obtain excess furniture. Madison will try to go with her.
13. Illinois Power - Parking lights under investigation. Cost of power rental seems to be a minimal addition to power bill.
14. Motion made by Madison, seconded by Murray, to purchase additional book cart out of per capita. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis - (6). Absent - Noonan (1).

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CLOSED SESSION REVIEW

Motion made by Merz, seconded by Cassot, to enter into closed session to review closed session records. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis - (6). Absent - Noonan (1).

Closed session began at 9:31 p.m.
Closed session minutes were read and discussed.
Closed session was ended at 9:34 p.m.

Motion was made by Cassot, seconded by Murray to approve the minutes of the closed sessions of January 6, 1995 and May 2, 1995. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis (6). Absent - Noonan (1).

Motion was made by Murray, seconded by Huck to open the closed session records of January 6, 1995 and May 2, 1995. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis (6). Absent - Noonan (1).

PUBLIC INPUT - Madison and Merz announced that they were making a donation to be used for the purchase of a conference table and eight chairs which they had selected at Warehouse of Fixtures. Checks were presented to the treasurer to cover the cost. Fallis announced that he would pledged the cost of the ninth chair. Murray announced that she would donate toward the purchase of the tenth chair and presented the treasurer with her check. Motion was made by Madison, seconded by Murray to complete the purchase of the tenth chair from general funds. Motion passed. Ayes - Cassot, Huck, Madison, Merz, Murray, Fallis (6). Absent - Noonan (1).

ANNOUNCEMENTS - None

MEETING ADJOURNED at 9:38 p.m.


Judy Madison, Secretary